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GOVERNOR

State of Alabama Alabama Department of Corrections

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DONAL CAMPBELL
COMMISSIONER

October 7, 2005

TO: WARDENS
HEADS OF STATE AGENCIES
DIVISION HEADS
ADMINISTRATIVE REGULATION MONITORS

CHANGE #2
ADMINISTRATIVE REGULATION 107

TRAVEL REIMBURSEMENT

PURPOSE: Publish revised Annex B - *Schedule of In-State Travel Allowances*


CHANGES TO BE MADE:

Reference

Action Required

AR 107, *Travel Reimbursement*, dated June 29, 2004, Annex B - *Schedule Of In-State Travel Allowances* Replace current Annex B with attached revised Annex B.

File this numbered change at the back of the regulation after annotating both the index and the regulation to indicate the required changes have been completed. Advise all personnel in your organization of the change to this regulation.


Donal Campbell, Commissioner

SCHEDULE OF IN-STATE TRAVEL ALLOWANCES

MILEAGE:

Reimbursement	Rate
Allowance to be provided in lieu of actual expenses (regardless of trip duration)	\$.485 per mile (Effective 9/1/2005)

SUBSISTENCE

(Travel away from base with same day return):

Trip Duration	Subsistence Allowance
Less than 6 hours	** Unauthorized **
6 hours through 12 hours	\$ 11.25 for meal allowance (15% of the daily per diem rate)
Over 12 hours	\$ 30.00 (Represents one meal allowance, plus one-fourth the \$50 daily per diem rate)

PER DIEM

(Travel away from base with overnight stay without interim return):

Trip Duration	Distance from Base	Daily Per Diem
2 or more days (1 or more consecutive nights)	100 miles or less one way (Requires Commissioner's approval.)	\$ 75.00 (Effective 9/8/2005)
2 or more days (1 or more consecutive nights)	<u>More</u> than 100 miles	\$ 75.00 (Effective 9/8/2005)
After being assigned to the same in-state location for 2 consecutive months		\$ 56.25 (Effective 9/8/2005)